

Gradebook Template Setup

Gradebook templates are reusable configurations that define common gradebook settings, including gradebook type, categories, subjects, standards, and related setup options. Once a template is created and configured, teachers can apply it to their gradebook from the Settings tab within their gradebook.

Permissions

- Administrators can restrict template setup to themselves by removing permissions for other groups within the control master.

Create a Gradebook Template

- From the School lens, select the Gradebook Templates tile.
- Select the + Create Template tab at the top of the page.
- Enter a template title.
- If the template should use subjects, select the checkbox under the title.
- Only gradebooks that use subjects can use these templates.
- Configure the gradebook type, categories, subjects, standards, and other available settings as needed.

Configure Gradebook Type

- Select Modify.
- Choose either Traditional or Standards Based.

Configure Categories

- Select Modify.
- Add one or more category titles.
- To edit a category, select the pencil icon next to the category name.
- When finished adding or editing categories, select Done next to the category name.

Configure Subjects

- Select Modify.
- Add one or more subject titles.
- To edit a subject, select the pencil icon next to the subject name.
- When finished adding or editing subjects, select Done next to the subject name.

Configure Standards

- Select Modify.
- Select one or more learning domains from the drop-down list.
- If the expected learning domain is not available, confirm whether learning domains have been created for the school or setup context.

Editing Template Setup

- Go to template tile
- Select which template you want to edit
- Click on open
- Click on settings, right side of page at the top
- Click on modify next to the configuration you want to edit

- When finished editing click done next to the configuration you edited

Troubleshooting

Issue	Possible Cause	Recommended Action
Learning domain does not appear in the drop-down list.	No learning domains have been created.	Create or verify learning domains before configuring standards.
Teachers cannot apply the template.	The template may be incomplete or unavailable in the expected setup area.	Review the template configuration and confirm it is accessible from the gradebook Settings tab.
Categories or subjects need changes after setup.	The original names or setup details need correction.	Select Modify, then use the pencil icon next to the item name to edit it.

If you encounter any issues, contact USBE at <https://apphelpdesk.schools.utah.gov>